

## **Interview Questions – Land Governance Director**

### **DRAFT INTERVIEW QUESTIONS**

Introduce Interview Panel, First Nation History and/or Programs & Services, then Job Posting. Advise that you will be asking a series of questions and the Candidate has an opportunity to ask questions at the end. (Rating: Poor 1 2 3 4 5 Excellent)

1. What is your knowledge of the **XX** First Nation?
2. What is your knowledge of the First Nation Land Management Act and the Indian Act?
3. Have you worked with operational First Nation and what is your knowledge of the **XX** Land Code?
4. What is your coordination experience in joint projects? (Looking for a team leader and someone that has considerable interpersonal experience to guide day to day work, ability to establish and monitor production)
5. What is your experience in planning and implementing projects and programs?
6. What is your supervisory experience? (Looking for ability to assign work to subordinates if applicable)
7. Are you able to work independently? (Looking to see how they plan work and carry out assignments on their own and reveal their intellect)
8. How would you work with a Committee and what methods would you use to keep in contact with other stakeholders e.g. Council, community and external contacts. (Looking for ability to communicate, consult and negotiate with internal and external people)
9. Give some examples of areas where you have designed or drafted new work methods or procedures. (Looking for someone who is able to present their work, showcase their ability to keep up to date on their work related issues)
10. What is your computer and software experience? (Looking for some technical capability)
11. What is your formal education level? (Looking for someone with education and/or work experience.)
12. What is your experience in financial management? (Looking for someone who is able to work with operational budgets and accountability)
13. Are you able to travel occasionally for work related meetings, conferences and potential professional development? (Looking to ensure they have a driver's license)
14. Are you able to work overtime occasionally, if need be?
15. When are you able to start, if the successful candidate?

### **PERSONAL ATTRIBUTES:**

You want to look for staff who are: objective and fair; have the capacity to adjust to change, job pressures and difficult situations; and especially someone who is able to see a job/task through to completion.

**ONCE DECISION MADE:**

- Send thank you letters to all candidates except the chosen one gets a letter of offer outlining the offer and when they should respond back to you, the letter should always include the employee obligations which you can say is encompassed in an APM or your management guidelines (if you have one).
- Set up administrative orientation & introductions.